

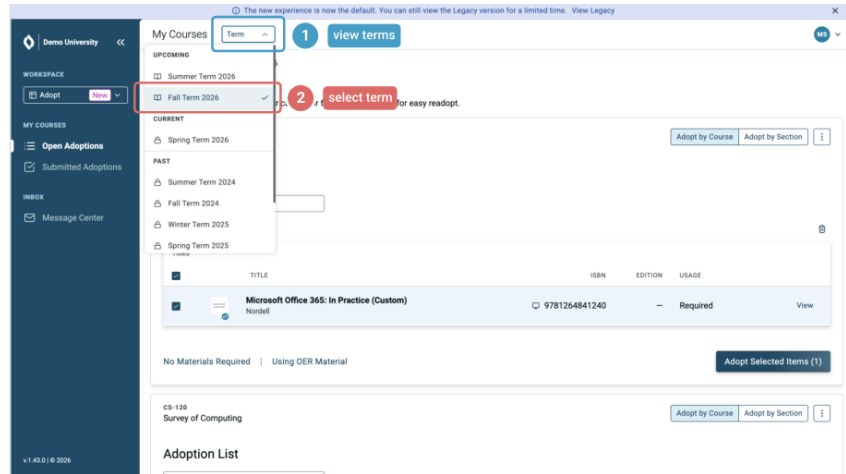
How to Access and Use Follett Adopt

This quick-reference summary was created by Follett to help Northwestern instructors navigate the Follett Adopt interface from Canvas. The directions below become applicable once you click the "My Materials" icon on Canvas's global navigation panel, which is located on the far left side of the Canvas landing page. The first image below shows Follett's landing page for Northwestern users.

1

Select the correct term

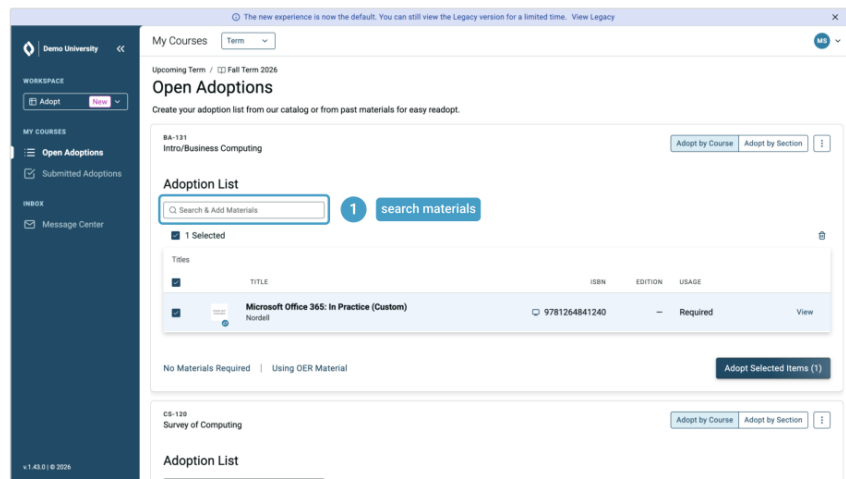
- Open the Term selector to see terms made available by the Campus Store.
- Terms are grouped as upcoming, current, and past; choose the term for which you are submitting adoptions.



2

Search for materials

- Use Search & Add Materials to search Follett's catalog.
- Search by ISBN, title, or author; results can include titles, supplies, and OERs.



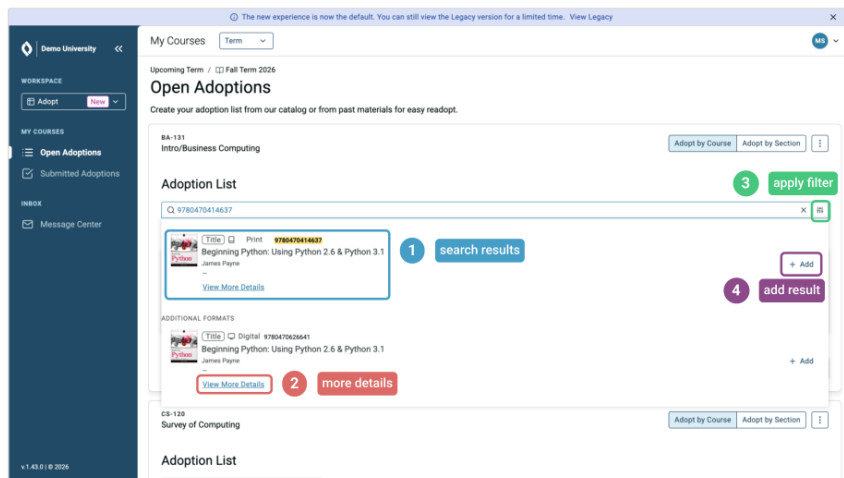
Build and Review the Adoption List

Use search results to add the right materials, then verify format, usage, pricing, and desk-copy availability.

3

Add materials from search results

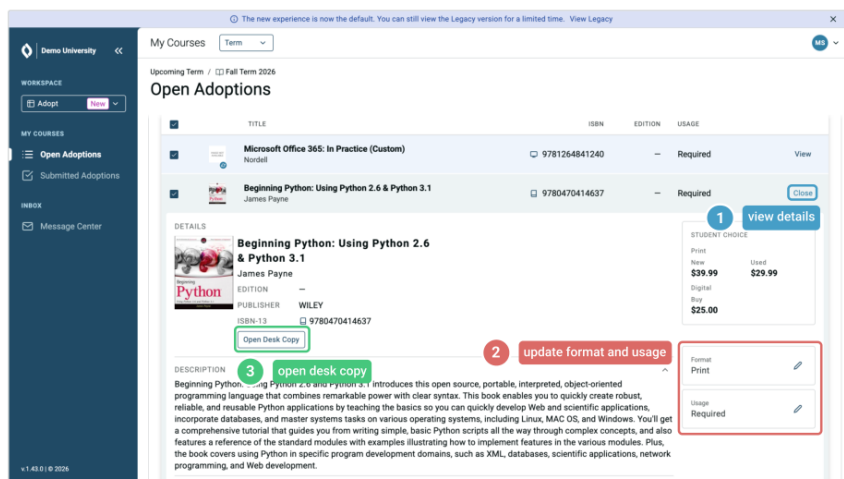
- Review matching digital/print titles, supplies, and OERs.
- Open More Details when needed, apply a material-type filter, and use Add to place the selected result on the adoption list.



4

Review the adoption list before submission

- Expand a title to review pricing, format, and usage details.
- Edit the format and usage type when necessary.
- When available, Open Desk Copy provides a preview through Kortext or RedShelf.



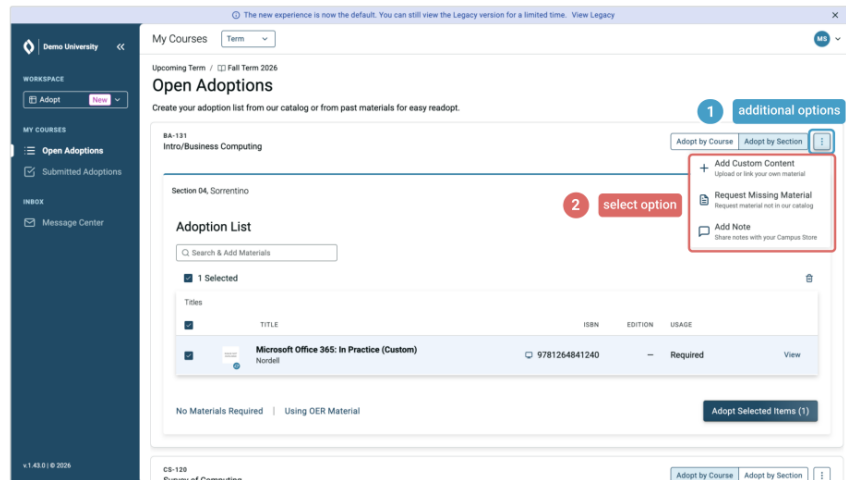
Additional Adoption Options

The overflow menu supports materials that are not handled by a standard catalog search.

5

Consider other actions

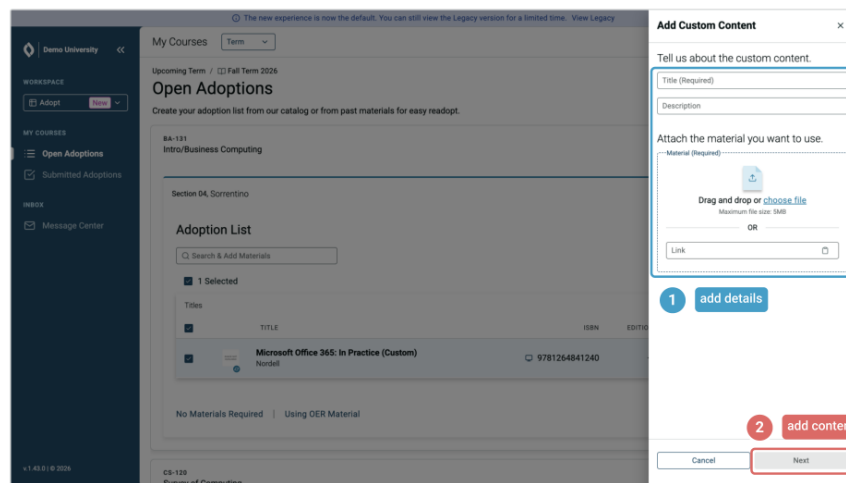
- Open the three-dot overflow menu for additional adoption options.
- From this menu you can Add Custom Content, Request Missing Material, or Add Note for the Campus Store.



6

Add custom content

- Provide a title and description for your own material.
- Attach a file or provide a link, then continue after the required details are complete.



Request Missing Material

Use this option when the needed title does not appear in Follett's materials catalog.

7

Request a title that is not in the catalog

- Enter the required identifying information for the missing title, including ISBN, title, author(s), and publisher.
- Optional details shown in the form include edition, copyright year, and description.
- After completing the required fields, select Request to send the missing-material request.

The screenshot displays the Follett Open Adoptions interface. On the left is a dark sidebar with navigation links: 'WORKSPACE' (with 'Adopt' and 'Request' buttons), 'MY COURSES' (with 'Open Adoptions' and 'Submitted Adoptions' links), and 'inbox' (with 'Message Center' link). The main content area is titled 'My Courses' and shows 'Upcoming Term / Fall Term 2025' and 'Open Adoptions'. Below this is a section for 'BA-181 Intro Business Computing' with an 'Adoption List' containing one item: 'Microsoft Office 365: In Practice (Custom)' by Nordell with ISBN 9781264841240. A 'Request Missing Material' modal is open on the right. It has a title bar with a close button. The form includes fields for 'ISBN (Required)', 'Title (Required)', 'Author(s) (Required)', and 'Publisher (Required)'. Below these are 'Additional Details' fields for 'Edition', 'Copyright Year', and 'Description'. A blue button labeled '1 add details' is at the bottom of the form. At the bottom of the modal, there are two buttons: 'Back' and 'Request', with a red button labeled '2 request material' overlaid on the 'Request' button.

Quick workflow recap

1. Choose the term.
2. Search the catalog.
3. Add the correct result.
4. Review format, usage, pricing, and desk-copy options.
5. Use the overflow menu for custom content, missing materials, or notes.
6. Add custom content when you are supplying your own file or link.
7. Request missing material when the needed title is not in the catalog.